

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 11-1**

3 MAY 2004

Flying Operations

***HELICOPTER OPERATIONS (ORI/CI) (WING/
GROUP/HELICOPTER FLIGHT)***

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This checklist (CL) reflects command requirements for AFSPC helicopter units to prepare for and conduct internal reviews, staff assistance visits, operational readiness and compliance inspections. The attachment should be used as a management tool to identify areas that may need attention, and to ensure compliance with applicable instructions.

SUMMARY OF REVISIONS

This checklist has been completely revised to update both content and references.

1. References have been provided for all items. Critical items are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. HQ AFSPC/IG will inspect compliance with non-critical items as time permits.
2. This publication establishes a baseline checklist for the Command Inspector General (IG) during applicable assessments and for internal unit reviews. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed to reflect changes in reference publications and to ensure an effective and comprehensive review of the helicopter flight's operations program.

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Director of Air and Space Operations

ATTACHMENT 1

HELICOPTER OPERATIONS (WING/GROUP/HELICOPTER FLIGHT) CHECKLIST

Table A1.1. Checklist.

SECTION 1: CURRENT OPERATIONS			
Supervisor of Flying/Operations Duty Officer NOTE: All references below are from AFI 11-2H-1, Vol 3, <i>H-1 Helicopter Operations Procedures</i> and AFSPC Sup 1 unless otherwise noted.			
1.1. Critical Items:	YES	NO	N/A
1.1.1. Has the unit command established procedures to ensure that the operations duty desk is manned during periods of flying activity within the local flying area? (2.12.)			
1.1.2. Has the unit developed local procedures for how to execute the function of the operations duty desk? (2.12.)			
1.1.3. Does the local supplement address the following:			
1.1.3.1. SOF/ODO responsibilities/duties and unit leadership expectations for execution of those duties? (2.12.)			
1.1.3.2. Procedures for assisting aircraft during emergency situations? (2.12.)			
1.1.3.3. Flight-following procedures and requirements? (2.12.)			
1.1.3.4. Procedures for handling short-notice support requests? (2.12.)			
1.1.4. Is the SOF a qualified pilot in the unit aircraft and mission? (2.12.1.)			
1.1.5. Does the SOF remain in the unit and remain readily available to report to the duty desk in the event of an emergency, contingency, or to execute the duties of the SOF as stipulated in the unit supplement? (2.12.1.)			
1.1.6. Does the SOF maintain direct radio contact with airborne aircraft when out of the building for short periods of time? (2.12.1.)			
1.1.7. Does the SOF review and initial the risk assessment and accomplish the aircrew briefing prior to their launch? (2.12.1.)			
1.1.8. Does the ODO man the duty desk in the absence of the SOF? (2.12.2.)			
1.1.9. Prior to accomplishing SOF/ODO duties, does each individual complete the unit-established training program? (2.12.3.)			

1.2. Non-Critical Items:	YES	NO	N/A
1.2.1. Has the unit commander designated a SOF/ODO program manager? (2.12.)			
1.2.2. Does the SOF/ODO program manager maintain training records, SOF/ODO fly-away kits, read files, quick reaction checklists, publications, forms, and other items associated with the SOF/ODO program? (2.12.)			
Helicopter Landing Zones NOTE: All references below are from AFI 13-217, <i>Drop Zone and Landing Zone Procedures</i> and AFSPC Sup 1 unless otherwise noted.			
1.3. Critical Items:	YES	NO	N/A
1.3.1. Is the AF Form 4303, Helicopter Landing Zone Survey , used to document survey of HLZs? (3.16.1.)			
1.3.2. Is the minimum HLZ size for day/NVG training 110 feet in diameter with no obstacles taller than 5 feet? (3.14.2.)			
1.3.2.1. Is a 60-foot diameter area centered on the touchdown location clear of all obstacles that could damage the underside of the fuselage? (3.14.2.)			
1.3.3. Is the minimum HLZ size for night unaided and NVG no-scanner training 160 feet in diameter with no obstacles taller than 5 feet? (3.14.3.)			
1.3.3.1. Is a 110-foot diameter area centered on the touchdown location clear of all obstacles that could damage the underside of the fuselage? (3.14.3.)			
1.3.3.2. Are obstacles/terrain within 3 NM of the site at or below 200 feet above the site elevation, or is the approach/departure restricted to avoid obstacles? (3.14.3.)			
1.3.4. Is the center of all HLZs identified with a marker that does not prevent landing to any area of the HLZ? (3.15.)			
1.3.5. Does the HLZ survey include a PFPS-generated, 1:50,000, or 1:100,000 scale map? (3.16.1.2.)			
1.3.6. Are HLZ surveys accessible to aircrews for pre-mission planning? (3.17.4.)			
1.3.7. Are HLZ surveys updated every 6 months? (3.18)			
1.3.8. Are HLZs not resurveyed every 6 months closed until resurveyed? (3.18.)			
1.3.9. Is a new AF Form 4303 completed for HLZs not surveyed within one year? (3.18)			

1.4. Non-Critical Items:	YES	NO	N/A
1.4.1. Did an instructor-qualified aircrew member conduct the HLZ survey? (3.17.1.)			
1.4.2. Is the primary AF Form 4303 reviewer the HF/DO? (A6.1.4.2.)			
1.4.3. Prior to HLZ use, did the OG/CC approve the survey? (3.17.3.)			
1.4.4. Do instructor-qualified aircrew members conduct HLZ resurveys and evaluate items 6 through 10 of the AF Form 4303? (3.18.)			
Overdue Aircraft NOTE: All references below are from AFI 13-202, <i>Overdue Aircraft</i> unless otherwise noted.			
1.5. Critical Items:	YES	NO	N/A
1.5.1. Is an aircraft considered overdue when it fails to arrive at its destination, compulsory reporting point, or clearance limit within 30 minutes of the estimated time of arrival, and when communications with or location of the aircraft cannot be established? (1.)			
1.5.2. When an aircraft is overdue, does the flight-following agency conduct a preliminary communications (PRECOM) search using DoD and FAA communications to contact major facilities within range of the aircraft? (1.1.1.)			
1.5.3. If the PRECOM is unsuccessful, is the aircraft declared overdue and the FAA notified? (1.1.2.2.)			
1.5.4. When notified of a missing aircraft, does the commander of the base of departure immediately notify the CSAF through the AF Operations Support Center and Director of Flight Safety, Kirtland AFB NM? (1.4.1.)			
1.5.5. Does the commander of the base of departure also notify the commander of each person in the aircraft and home base of the aircraft? (1.4.2.)			
Aircraft Demonstrations NOTE: All references below are from AFI 11-246, Vol 6, <i>Air Force Aircraft Demonstrations (C-17, C-130, C-141, C/KC/NKC-135, UH-1)</i> and AFSPC Sup 1 unless otherwise noted.			
1.6. Non-Critical Items:	YES	NO	N/A
1.6.1. Does the unit use standard profiles as the primary method for demonstrating UH-1N capabilities? (1.5)			
1.6.2. If use of non-standard profiles is appropriate, does the unit submit requests and justification through appropriate channels to AFSPC/CC NLT 45 days prior to the event? (1.5.)			

Non-Critical Items (Con't):	YES	NO	N/A
1.6.3. Does the HF/CC ensure crews selected for demonstration flights are current and qualified in the maneuvers to be flown? (2.2.)			
1.6.4. Does the unit include requests to perform aircraft capabilities demonstrations when requesting participation approval IAW AFI 11-209, <i>Air Force Aerial Events</i> ? (2.4.)			
1.6.5. Does the OG/CC or designated representative submit a performance critique to AFSPC/XONH NLT 14 days following the demonstration? (2.5.)			
Operational Reporting NOTE: All references below are from AFI 10-206, <i>Operational Reporting</i> and AFSPC Sup 1 unless otherwise noted.			
1.7. Critical Items:	YES	NO	N/A
1.7.1. Is Table 3.1. used as a guide for OPREP-3P/B reporting? (3.4.)			
1.7.2. Is Table 14.1. used as a guide for OPREP-3H reporting? (14.2.)			
1.7.3. Does the unit review for possible reporting any event or incident that may be of interest to higher headquarters? (1.3.10.2.)			
1.7.4. Has the unit developed procedures to quickly obtain and report the key elements of an OPREP-3 report? (3.5.)			
1.7.5. Are helicopter off-station reports submitted anytime an aircraft is diverted and has to RON at another installation other than home station, or their assigned unit missile facilities and outside their local flying area? (16.4.)			
1.7.6. Does the HF/CC submit helicopter off-station reports to their wing command post/operations center to up-channel? (16.3.)			
SECTION 2: AIRCREW TRAINING NOTE: All references are from AFI 11-2H-1, Vol 1, <i>H-1 Helicopter Aircrew Training</i> and AFSPC Sup 1 unless otherwise noted.			
Unit Responsibilities			
2.1. Critical Items:	YES	NO	N/A
2.1.1. Are waivers requested for in-unit training? (1.2.3.2.1.)			
2.1.2. Is applicable formal school courseware used for in-unit training? (1.2.3.2.1.)			

Critical Items (Con't):	YES	NO	N/A
2.1.3. Does the unit commander or operations officer approve exceptions to training sequence and document in the aircrew member's training record? (1.2.3.1.1.)			
2.2. Non-Critical Items:	YES	NO	N/A
2.2.1. Does the unit ensure ground and flight training is completed with minimum interruption and in the prescribed sequence? (1.2.3.1.1)			
2.2.2. Are training shortfalls identified and communicated through MAJCOM channels? (1.2.3.3.)			
2.2.3. If required, are unit supplements developed and approved by HQ AFSPC/XONH prior to publication? (1.2.3.4.)			
Training Officer Responsibilities			
2.3. Critical Items:	YES	NO	N/A
2.3.1. Does the Training Officer inform commanders of factors adversely affecting aircrew training and currency requirements? (1.2.4.2.)			
2.3.2. Does the Training Officer identify areas requiring additional training and direct training accordingly? (1.2.4.4.)			
2.4. Non-Critical Items:	YES	NO	N/A
2.4.1. Does the Training Officer coordinate with Safety and Stan/Eval offices to improve training and correct deficiencies? (1.2.4.3.)			
2.4.2. Does the Training Officer ensure training objectives are prebriefed, debriefed and evaluated to determine successful accomplishment? (1.2.4.5.)			
Training Records and Reports			
2.5. Critical Items:	YES	NO	N/A
2.5.1. Are training folders maintained IAW procedures outlined in AFSPC Training Folder Guide? (1.4.)			
2.5.2. Are training folders initiated for initial qual, requal, or mission upgrade training; FCF certification; upgrade to the next higher crew qual; Duty Fam; corrective action following a Q-3 eval if warranted; OSF training; and all initial and re-certifications? (1.4.1.)			

Critical Items (Con't):	YES	NO	N/A
2.5.3. Are training records forwarded to the gaining unit by formal schools after the student completes training; are open records hand-carried to the gaining unit? (1.4.4.)			
2.5.4. Does the unit CC or DO review open aircrew training records at least quarterly? (1.4.6.)			
2.5.5. Does the unit training officer review open aircrew training records during the months the CC/DO review is not accomplished? (1.4.6.)			
2.5.6. Does the training record review evaluate training effectiveness, scheduling effectiveness, and student progress? (1.4.6.)			
2.5.7. Are all reviews/comments entered onto the Training Comments Record and signed/dated by the reviewing officer? (1.4.6.)			
2.6. Non-Critical Items:	YES	NO	N/A
2.6.1. Are active training records maintained in a location readily accessible to instructors, trainers, supervisory personnel, and the individual aircrew members in training? (1.4.3.)			
2.6.2. Are training records destroyed 3 months after the completion of training? (1.4.5.)			
Mission Scenarios			
2.7. Non-Critical Items:	YES	NO	N/A
2.7.1. Has the unit developed mission scenarios that emphasize procedures and operations based on the unit's mission? (1.5.2.)			
2.7.2. Has the unit involved supported user forces for added realism and training benefit? (1.5.2.)			
Inflight Supervision			
2.8. Critical Items:	YES	NO	N/A
2.8.1. Does the CC or a designated representative review the training and evaluation records of newly assigned personnel to determine the training required for them to achieve MR or BMC status? (1.6.)			

Command Training Policy			
2.9. Critical Items:	YES	NO	N/A
2.9.1. Are crewmember proficiency and competence monitored at the unit level to ensure progression from basic skills to more advanced tactical employment? (1.7.)			
2.9.2. Do training programs include regular, recurring exposure to the fundamentals of the unit mission? (1.7.)			
2.9.3. Are crewmember training cycles established at 12 months, January through December, and ground training cycle IAW para 4.2. of the basic AFI? (1.7.2.)			
2.10. Non-Critical Items:	YES	NO	N/A
2.10.1. Does the CC ensure that flight training programs consider local conditions and individual capabilities to maximize training continuity? (1.7.)			
2.10.2. Are sorties/events accomplished at night credited toward similar day requirements after night requirements have been fulfilled? (1.7.3.)			
2.10.3. Are NVG sortie/event accomplishments credited toward similar night unaided requirements? (1.7.4.)			
Crew Member Utilization Policy			
2.11. Critical Items:	YES	NO	N/A
2.11.1. Does the OG/CC determine aircrew capabilities based on the unit's mission (i.e., BAQ, BMC, or MR)? (1.8.1.)			
2.11.2. Do all aircrew members maintain MR status in their primary crew position IAW AFSPCI 10-139, <i>Helicopter Capabilities and Mission Description</i> ? (1.8.1.)			
2.11.3. Do senior officers complete the Commander and Key Staff Course before performing pilot duties if BAQ, BMC, or MR is not maintained? (1.8.2.)			
2.11.4. Does the unit ensure senior officers are not designated in command, fly only with an IP, and are not in control of the aircraft with passengers onboard? (1.8.2.)			
2.11.5. Does the unit commander accept or reject aircrew mission qualifications/certifications of intra/intercommand transfers? (1.10.)			

Critical Items (Con't):	YES	NO	N/A
2.11.6. Does the unit ensure a visiting crewmember's mission qualifications are equivalent to the qualifications required for the planned mission at the TDY location in order to perform aircrew duties on operational missions? (1.11.)			
2.11.7. Are requests for intercommand aircrew training routed to HQ AFSPC? (1.11.)			
2.11.8. Do crewmembers and OSFs receive a Duty Fam flight and local area orientation briefing before performing other training or operational missions? (1.12.)			
Initial Qualification Training			
2.12. Critical Items:	YES	NO	N/A
2.12.1. Has the unit obtained MAJCOM/DOT waiver approval for any in-unit IQT? (2.1.3.)			
2.12.2. Do waiver requests follow the AFSPC-added sample memorandum in attachment 3? (2.1.3.6.)			
2.12.3. Does the unit ensure prospective aircrew members meet formal training course prerequisites established by the ETCA and the AETC formal course syllabus? (2.2.)			
2.12.4. Is additional training awarded IAW the course syllabus? (2.4.1.)			
2.12.5. Is in-unit IQT training or certification training completed within 120 calendar days of the first training/simulator flight? (2.4.3.)			
2.13. Non-Critical Items:	YES	NO	N/A
2.13.1. If training is not completed within 120 days, is the MAJCOM/DOT notified? (2.4.3.)			
2.13.2. Does the unit use the Copilot Indoctrination to Aircraft Commander Upgrade program? (2.2.)			
2.13.3. Do flight surgeons complete all applicable ground training requirements before the first scheduled flight? (2.5.1.)			

Mission Qualification and Certification Training			
2.14. Critical Items:	YES	NO	N/A
2.14.1. Is the MQT program for crewmembers previously qualified in the aircraft tailored based on experience, currency, documented performance, and formal training requirements? (3.2.1.1.)			
2.14.2. For in-unit MQT programs, are the syllabi listed in AFSPC-added attachment 5, AFSPC Training Methods, used? (3.2.1.2.)			
2.14.3. Prior to beginning initial NVG qualification:			
2.14.3.1. Do crewmembers attend formal school ground training? (3.3.1.)			
2.14.3.2. Are pilots Day Tac qualified or proficient in tactical map prep? (3.3.1.)			
2.14.3.3. Are crewmembers remote qualified or in training to become qualified? (3.3.1.)			
2.14.3.4. Do crewmembers attend an approved NVG lab (58 SOW, Armstrong Labs, or Ft Rucker)? (3.3.1.)			
2.14.4. Is the NVG Lab accomplished within one year and prior to the first requal training flight for an individual who has been unqualified in NVGs for more than 5 years? (3.3.1.)			
2.14.5. Do NVG instructors accumulate 50 hours of primary/secondary NVG time before performing in-flight NVG instruction? (3.3.1.1.)			
2.14.6. Are waivers for the 50-hour NVG requirement approved by 20 AF? (3.3.1.1.)			
2.14.7. Does the unit ensure NVG training is not conducted with less than 5% EMI? (3.3.1.3.)			
2.14.8. Are MQT qualifications and certifications completed within 120 days after completion of IQT or arrival on station following off station IQT? (3.4.)			
2.14.9. Does the unit DO approve Sequence of Training Waivers (SOTWs)? (3.6.1.1.)			
2.14.10. Are items accomplished out-of-sequence accomplished prior to the evaluation for that phase of training? (3.6.1.1.)			
2.14.11. Are waivers for conducting training after the evaluation and for conducting training prior to requisite completion forwarded to HQ AFSPC/XONH through 20 AF? (3.6.1.1.)			
2.14.12. Do units notify 20 AF and HQ AFSPC/XONH of any in-unit MQT following the sample memorandum at AFSPC-added attachment 3? (3.6.1.5.)			

2.15. Non-Critical Items:	YES	NO	N/A
2.15.1. If training is not completed within 120 days, is the HQ AFSPC/XONH notified? (3.4.)			
2.15.2. Is a different instructor scheduled for the recommendation and evaluation sorties for each phase of training? (3.6.3.)			
Continuation Training			
2.16. Critical Items:	YES	NO	N/A
2.16.1. Are currency requirements credited when accomplished by individuals who:			
2.16.1.1. Are current and qualified in the aircraft MDS? (4.)			
2.16.1.2. Are non-current and flying with an instructor, at the discretion of the instructor? (4.)			
2.16.1.3. Are current and qualified, and in an upgrade (to include Copilot Indoc to AC), at the discretion of the instructor? (4.)			
2.16.1.4. Have satisfactory accomplished events on a flight evaluation? (4.)			
2.16.2. Does CT accountability begin when aircrew members arrive at the duty station? (4.)			
2.16.3. Are ground and flying continuation training waivers requested through 20 AF? (4.)			
2.16.4. Are flight and training records screening accomplished during unit out-processing? (4.2.2.)			
2.16.5. Are periodic training requirements for crewmembers accomplished IAW Table 3 of the supplemented AFI? (4.2.3.)			
2.16.6. Do pilots and flight engineers fly only with instructors until Duty Fam Training is complete? (4.2.3.2.1.)			
2.16.7. Are Fire Extinguisher Training and the Marshaling Exam accomplished within 30 days of reporting for duty? (4.2.3.2.1.1, 4.2.3.2.1.2.)			
2.16.8. Upon completion of the sim refresher course, do crewmembers log CRM, systems refresher, one EP sortie, and precision and non-precision approaches (max of two)? (4.2.3.4.3.3.)			
2.16.9. Do aircrew members delinquent in currency requirements fly only under the supervision of an instructor and perform sufficient repetitions of each delinquent item to demonstrate proficiency? (4.8.1.1.)			

Critical Items (Con't):	YES	NO	N/A
2.16.10. If an individual loses certification due to loss of currency in an event, is certification regained by demonstrating competency to an instructor? (4.2.3.)			
2.16.11. If an individual loses certification due to loss of qualification, is certification regained by completing MAJCOM-approved initial certification courseware? (4.2.3.)			
2.16.12. Do units prorate training events for individuals who enter continuation training after the start of a training period? (4.8.3.1.)			
2.16.13. For in-unit requalification, is the individual requalified to their previous qualification? (5.1.2.)			
2.16.14. Does the unit chief of training, DO, and 20 AF determine which ground and flying training requirements need to be accomplished prior to commencing requalification training? (5.1.3.)			
2.17. Non-Critical Items:	YES	NO	N/A
2.17.1. Does the unit training office have on file the unit commander's written ground training reference date? (4.2.1.2.)			
2.17.2. Has the unit established additional currency requirements and has HQ AFSPC/XONH approved them? (4.3.1.1.)			
2.17.3. Does the unit training section track all flight surgeon, med tech, AP, and OSF ground/flying training requirements? (4.3.1.2.)			
Upgrade Training			
2.18. Critical Items:	YES	NO	N/A
2.18.1. Does the unit commander select only highly qualified, motivated, and responsible pilots for upgrade to aircraft commander? (5.2.)			
2.18.2. Are copilots qualified in all unit missions prior to entering the aircraft commander upgrade? (5.2.)			
2.18.3. Does the unit commander assess an instructor candidate's prerequisites of instructional ability, judgment, personal qualities, technical knowledge, and flying experience? (5.3.)			
2.18.4. Do IP candidates achieve 100 hours primary/secondary time (50 hours primary) in MDS after upgrade to aircraft commander prior to upgrade? (5.3.5.)			

Critical Items (Con't):	YES	NO	N/A
2.18.5. Do other initial instructor aircrew members and previously qualified instructor aircrew members achieve a minimum of one year of flight experience in H-1 helicopters or 300 hours total helicopter time? (5.3.5.)			
2.18.6. Do first time instructors attend the FIP course or equivalent? (5.3.5.)			
2.18.7. Do first time FE instructors attend the formal school course? (5.3.5.)			
2.18.8. Does the unit ensure instructors do not instruct in a mission event unless current and qualified in that event? (5.3.5.)			
Active Duty Service Commitments NOTE: All references below are from AFI 36-2107, <i>Active Duty Service Commitments (ADSC)</i> unless otherwise noted.			
2.19. Critical Items:	YES	NO	N/A
2.19.1. Is an AF Form 63, Active Duty Service Commitments (ADSC) Acknowledgement Statement , completed for initial qualification, requalification, and instructor qualification flying courses? (Table 1.1.)			
2.19.2. For pilots who began aviation service after 30 Sep 97, are flying training- incurred ADSCs not applied if doing so would extend the individual's ADSC beyond 10 years of continuous or cumulative rated service? (Table 1.1., Note 1.b.)			
2.19.3. For pilots with a 10-year UPT commitment, are AF Forms 63 still accomplished for flying training-incurred ADSCs that run concurrently with the 10-year commitment but does not extend beyond? (Table 1.1., Note 1.b.)			
SECTION 3: AIRCREW STANDARDIZATION AND EVALUATION NOTE: All references are from AFI 11-202, Vol 2, <i>Aircrew Standardization/Evaluation Program</i> and AFSPC Sup 1 unless otherwise noted.			
Operations Group			
3.1. Critical Items:	YES	NO	N/A
3.1.1. Has the OGV:			
3.1.1.1. Established procedures for review and quality control of AF Forms 8, Certificate of Aircrew Qualification ? (3.2.2.1.)			
3.1.1.2. Established procedures to maintain and review unit FEFs? (3.2.2.2.)			
3.1.1.3. Established procedures for the aircrew examination program? (3.2.2.3.)			

Critical Items (Con't):	YES	NO	N/A
3.1.1.4. Established and maintained a trend program? (3.2.2.4.)			
3.1.1.5. Conducted supplemental evaluations, as directed? (3.2.2.5.)			
3.1.1.6. Conducted SEBs and published minutes? (3.2.2.6.)			
3.1.1.7. Established and maintained quality control of the unit FCIF program? (3.2.2.7.)			
3.1.1.8. Established procedures to manage the flight publications program? (3.2.2.8.)			
3.1.1.9. Processed AF Forms 847, Recommendation for Change of Publication? (3.2.2.9.)			
3.1.1.10. Published a unit supplement? (3.2.2.11)			
3.1.2. Is the Chief of Stan/Eval a qualified and current flight examiner in a unit aircraft? (3.2.3.1.)			
3.1.3. Does the Chief of Stan/Eval report directly to, and is rated by, the OG/CC? (3.2.3.2.)			
3.2. Non-Critical Items:	YES	NO	N/A
3.2.1. Has the OG/CC:			
3.2.1.1. Established and provided manpower to staff a stan/eval function to perform the duties directed by the AFI? (3.2.1.1.)			
3.2.1.2. Ensured materials provided for mission planning are accurate and current? (3.2.1.2.)			
3.2.1.3. Provided a suitable stan/eval testing area? (3.2.1.3.)			
3.2.1.4. Directed evaluations to maintain a quality force? (3.2.1.4.)			
3.2.1.5. Directed supplementary evaluations? (3.2.1.5.)			
3.2.1.6. Chaired and determined the composition of the SEB? (3.2.1.6.)			
3.2.2. Does the OGV staff consist of the Chief of Stan/Eval and no more than one flight examiner per crew position per MDS? (3.2.3.)			
Squadron (Flight)			
3.3. Critical Items:	YES	NO	N/A
3.3.1. Has the unit Stan/Eval Function:			

Critical Items (Con't):	YES	NO	N/A
3.3.1.1. Managed and conducted flight and EP evaluations as required? (3.3.2.1.)			
3.3.1.2. Implemented the Aircrew Examination Program in conjunction with evaluations? (3.3.2.2.)			
3.3.1.3. Implemented the OGV FEF maintenance and review program? (3.3.2.3.)			
3.3.1.4. Assisted in managing the unit stan/eval trend program? (3.3.2.4.)			
3.3.1.5. Reported recommended changes to flight manuals and technical orders using the AF Form 847? (3.3.2.5.)			
3.3.1.6. Implemented the flight publications program and ensured compliance with the unit FCIF program? (3.3.2.6.)			
3.3.1.7. Ensured proper completion, routing, and filing of AF Forms 8? (3.3.2.7.)			
3.3.2. Is the Chief of Stan/Eval a current and qualified flight examiner in a unit aircraft? (3.3.3.1.)			
3.4. Non-Critical Items:	YES	NO	N/A
3.4.1. Has the CC:			
3.4.1.1. Directed evaluations as required to maintain a quality force? (3.3.1.1.)			
3.4.1.2. Directed supplementary evaluations as needed? (3.3.1.2.)			
3.4.1.3. Designated unit flight examiners? (3.3.1.3.)			
3.4.1.4. Designated SELOs, if desired? (3.3.1.4.)			
3.4.1.5. Annotated all attached HHQ and attached unit flight examiners in a unit letter of certification? (3.3.1.5.)			
3.4.1.6. Attended as many evaluation debriefs as practical? (3.3.1.6.)			
3.4.1.7. Convened periodic instructor/evaluator meetings to review training techniques, scheduling and procedures, and to identify both positive and negative trends within the unit? (3.4.9.)			
3.4.2. Are flight examiners assigned to the flying squadron? (3.3.3.2.)			

Non-Critical Items (Con't):	YES	NO	N/A
3.4.3. Are individuals attached to the flying squadron only designated as squadron flight examiners to meet unique mission requirements or flight examiner shortfalls, approved by the OG/CC, and written notification made to the MAJCOM/DO? (3.3.3.3.)			
Flight Examiners			
3.5. Critical Items:	YES	NO	N/A
3.5.1. Do flight examiners:			
3.5.1.1. Maintain instructor qualification and MR status? (4.3.2, 4.3.3.)			
3.5.1.2. Administer evaluations only within their aircrew specialty/weapons system and only in those missions which they maintain qualification? (4.3.4.)			
3.5.1.3. Conduct a thorough pre-mission briefing and post-mission debriefing to the examinee and applicable aircrew members on all aspects of the evaluation? (4.3.5.)			
3.5.1.4. Correct and document breaches of flying safety or flight discipline on an AF Form 8? (4.3.6.)			
3.5.1.5. Notify the CC and DO whenever a Q-2 or Q-3 grade is given? (4.3.7.)			
3.5.1.6. Administer flight evaluations outside their unit but within AFSPC if approved by the HF/CC? (3.5.7.)			
3.5.1.7. Not administer flight evaluations outside their MAJCOM unless requested and approved by HQ AFSPC? (3.5.7.)			
3.5.1.8. Debrief the unit CC or DO after each flight evaluation? (3.5.8.3.)			
3.5.1.9. Not evaluate their rater? (4.1.)			
3.5.2. Are flight examiner appointment procedures described in AFSPC-added attachment 7 followed? (3.5.2.)			
3.6. Non-Critical Items:	YES	NO	N/A
3.6.1. Are flight examiners selected from the most highly qualified and experienced instructors? (4.2.1.)			
3.6.2. Are OGV flight examiners selected in writing by the OG/CC, annotated in the unit certification document, recorded in ARMS, and reported in SEB minutes? (4.2.4.)			

Non-Critical Items (Con't):	YES	NO	N/A
3.6.3. Are squadron flight examiners selected in writing by the SQ/CC, annotated in the unit certification document, recorded in ARMS, and reported in SEB minutes? (4.2.5.)			
Evaluations			
3.7. Critical Items:	YES	NO	N/A
3.7.1. Do aircrew members scheduled for an upgrade complete periodic evals prior to beginning the upgrade if the upgrade end-of-training evals are forecast to occur in the last two months of the periodic phase period? (4.5.2.)			
3.7.2. Do aircrew members complete flight evals prior to PCS or TDY if a periodic eval will expire within 3 months after proposed departure? (5.2.6.3.)			
3.7.2.1. If not, are waivers obtained from the MAJCOM Stan/Eval agency? (5.2.6.3.1.)			
3.7.3. Are CC-extended evals documented with an MFR placed in the FEF? (5.2.6.4.)			
3.7.4. Are EPEs accomplished for both qual and mission evals? (5.3.1.)			
3.8. Non-Critical Items:	YES	NO	N/A
3.8.1. Do evaluation profiles reflect unit tasking, daily training missions, are realistic, and incorporate current tactics? (5.2.5.)			
3.8.2. Do instrument evaluations include one approach at an airfield other than home station? (4.3.1.)			
3.8.3. For mission evaluations, does the flight examiner provide the examinee with flight planning requirements or a mission scenario when one is required? (4.3.3.)			
3.8.4. Does the CC use N/N and/or SPOT evals to supplement recurring mission eval requirements to observe mission areas not evaluated? (4.3.3.1.)			
Aircrew Examination Program			
3.9. Critical Items:	YES	NO	N/A
3.9.1. Is the unit aircrew examination program described in the unit supplement to the AFI? (6.3.1.)			

Critical Items (Con't):	YES	NO	N/A
3.9.2. Does the stan/eval function retain graded exam answer sheets/computer records until the AF Form is completed? (6.3.3.)			
3.9.3. Does stan/eval maintain positive control of all requisite exams, applicable answer sheets, and associated computer based/electronic media? (6.4.3.)			
3.9.4. Are aircrew exams generated from 20 AF-provided MQFs and SQBs? (5.4.)			
3.9.5. Are question sources identified on the cover sheet of each exam? (5.4.)			
3.9.6. Has the unit developed a MSN SQB to include questions representative of HF local procedures and/or unique missions? (5.4.1.1.)			
3.9.7. Are a minimum of 10 local MSN SQB questions included in the MSN Open exam? (5.4.1.1.)			
3.9.8. Has the HF sent a copy of the local MSN SQB to 20 AF? (5.4.1.1.)			
3.9.9. Has the HF sent edits and changes to the 20 AF-provided MQF to 20 AF for implementation? (5.4.1.2.2.)			
3.9.10. Does the unit develop and administer periodic informal tests? (5.9.)			
Standardization and Evaluation Boards			
3.10. Non-Critical Items:	YES	NO	N/A
3.10.1. Are SEBs conducted NLT the end of the first week following each fiscal quarter? (3.3.1.6.)			
3.10.2. Are SEB minutes published in the outline provided by the AFI? (3.2.2.6.)			
3.10.3. Are SEB minutes sent to 20 AF NLT the end of the first week following the SEB? (3.3.1.6.)			
3.10.4. Are electronic copies of the AFSPC Forms 154, Aircrew Evaluation Data , and 155, Aircrew Testing Data included? (3.3.1.6.)			
Trends			
3.11. Critical Items:	YES	NO	N/A
3.11.1. Is the unit trends program defined in the unit supplement to the AFI? (3.2.2.4.4.)			

Critical Items (Con't):	YES	NO	N/A
3.11.2. When trends are noted does the OGV recommend corrective action and assign an OPR/OCR? (3.2.2.4.4.)			
3.11.3. Are trends reported to the OG/CC during the SEB until closed? (3.2.2.4.4.)			
3.11.4. If adverse trends are noted between SEB periods, does the unit DOV notify 20 AF? (3.3.1.6.)			
3.11.5. Is trend data maintained for at least one year? (3.2.2.4.4.)			
Flight Crew Information File			
3.12. Critical Items:	YES	NO	N/A
3.12.1. Is the FCIF library located where it is readily accessible to aircrews for flight planning? (6.3.1.)			
3.12.2. Is an AF Form 614, Charge Out Record , used when volumes are removed from the FCIF? (6.3.1.)			
2.13.3. Do publications issued to aircrew members mirror the FCIF? (6.3.1.)			
2.13.4. Does the unit FCIF library contain publications listed in the 20 AF-provided index? (6.3.2.)			
2.13.5. Is the index filed in Part A of Volume I? (6.3.2.)			
2.13.6. Are additional publications added by the unit included in the FCIF index? (6.3.2.)			
2.14.7. Does the FCIF library consist of a minimum of 4 volumes? (6.3.3.)			
2.14.8. Does Volume I include a Part A, Table on Contents; Part B, current AFSPC Forms 80 Flight Crew Information File ; Part C, current FCB; and Part D, Unit Read File (if used)? (6.3.3.2.)			
2.14.9. Are Part B, AFSPC Form 80, entries issued under the following circumstances:			
2.14.9.1. Any time a publication in the FCIF is added, changed, or deleted? (6.3.3.2.2.)			
2.14.9.2. For Safety Meeting Minutes? (6.3.3.2.2.)			
2.14.9.3. To inform crewmembers of the latest hazards affecting the local flying area (i.e., CHUM)? (6.3.3.2.2.)			
2.14.9.4. When a new FCB is posted? (6.3.3.2.2.)			

Critical Items (Con't):	YES	NO	N/A
2.14.9.5. For any critical information affecting flying operations needing dissemination to aircrew members prior to flight? (6.3.3.2.2.)			
2.14.9.6. Do AFSPC Forms 80 follow the format in the AFI Sup? (6.3.3.2.2.2.)			
Go/No-Go Procedures			
3.13. Critical Items:	YES	NO	N/A
3.13.1. Are the unit Go/No-Go procedures defined and published in the unit supplement to the AFI? (8.2.2.)			
3.13.2. Does the Go/No-Go system monitor:			
3.13.2.1. Training items required for flight from AFI 11-202V1, <i>Aircrew Training</i> ? (8.2.1.)			
3.13.2.2. Ground training items required for flight from AFI 11-2H-1V1? (8.2.1.)			
3.13.2.3. Stan/eval testing items required for flight from AFI 11-202V2/Sup? (8.2.1.)			
3.13.2.4. DNIF status? (8.2.1.)			
3.13.2.5. Currency of all FCIF (Vol I, Part B) items? (8.2.1.)			
3.13.3. Does the unit ensure aircrew members review the volumes of the FCIF and initial the AFSPC Form 81, FCIF Currency Record , before their first flight? (6.4.1.)			
3.13.4. Does the unit ensure aircrew members review the current read file for new entries and enter the latest entry number and initials on the AFSPC Form 81 prior to each flight? (6.4.1.)			
3.13.5. Does the aircraft commander ensure all crewmembers review the FCIF, and additional aircrews joining en route are briefed on all applicable items? (6.4.3.)			
3.13.6. Does the unit ensure FCIF reviews for aircrews operating away from home station? (6.4.2.)			
3.13.7. At the beginning of a new calendar year, are the AFSPC Forms 81 replaced with new cards? (6.4.1.)			

Processing AF Forms 847			
3.14. Non-Critical Items:	YES	NO	N/A
3.14.1. Are AF Forms 847 submitted electronically to the maximum extent possible? (A5.2.1.)			
3.14.2. Does the unit stan/eval function:			
3.14.2.1. Document receipt of the original AF Form 847? (A5.2.2.)			
3.14.2.2. Ensure the AF Form 847 reaches the appropriate functional OPR at that level for review? (A5.2.2.)			
3.14.2.3. Forward approved original AF Forms 847 to the next command level? (A5.2.2.)			
3.14.2.4. Track the movement and disposition of AF Forms 847? (A5.2.6.)			
Evaluation Documentation			
3.15. Critical Items:	YES	NO	N/A
3.15.1. Are aircrew member AF Forms 8 completed IAW the AFI and MAJCOM Sup? (verify by FEF check)			
3.15.2. Are aircrew member FEFs maintained IAW the AFI and MAJCOM Sup? (verify by FEF check)			
SECTION 4: AIRCREW LIFE SUPPORT			
NOTE: All references below are from AFI 11-301, Vol 1, <i>Aircrew Life Support Program</i> unless otherwise noted.			
Group-level Functions			
4.1. Critical Items:	YES	NO	N/A
4.1.1. Does the group actively manage the aircrew life support program? (2.10.)			
4.1.2. Are funds allocated for the continued management of all ALS programs and contingency plans? (2.10.6.)			
4.1.3. Does the group ensure all aircrew and passengers wear or have readily available aboard aircraft all required ALSE? (2.10.11.)			
4.1.4. Does the group ensure only authorized flying clothing and ALSE items approved "safe-to-fly" are used during flight operations? (2.10.12.)			

Critical Items (Con't):	YES	NO	N/A
4.1.5. Does the group ensure Aircrew Life Support Continuation Training programs are actively managed? (2.10.3.)			
4.1.6. Does the group ensure ALSCT instructors are properly trained and certified? (2.10.3.)			
4.1.7. Does the group provide adequate distraction-free training facilities, sites, and equipment to conduct all ALSCT events? (2.10.4.)			
4.2. Non-Critical Items:	YES	NO	N/A
4.2.1. Does the group ensure standardized guidance is provided for aircraft and ALSE configurations? (2.10.8.)			
4.2.2. Are waiver requests forwarded to HQ AFSPC/XONH? (2.10.13.)			
Unit Commander Responsibilities			
4.3. Critical Items:	YES	NO	N/A
4.3.1. Does the HF/CC ensure all ALS programs operate IAW all safety directives? (2.12.9.)			
4.3.2. Does the HF/CC ensure adequate funding is provided to sustain non-cost per flying hour programs (i.e., ACDE, helmets, and night vision devices)? (2.12.11.)			
4.4. Non-Critical Items:	YES	NO	N/A
4.4.1. Has the HF/CC appointed a rated officer as additional duty LSO? (2.12.1.)			
4.4.2. Has the HF/CC implemented policies and procedures as HHQ directs? (2.12.2.)			
4.4.3. Does the HF/CC ensure adequate vehicles are available to transport ALSE? (2.12.8.)			
4.4.4. Does the HF/CC ensure aircrew process through ALS section upon arrival and departure from the unit? (2.12.10.)			
4.4.5. Does the HF/CC monitor aircraft conversions and TCTO programs? (2.12.12.)			
4.4.6. Does the HF/CC ensure LSO maintains currency in unit-equipped aircraft? (2.11.7.)			

Unit Aircrew Life Support Program			
4.5. Critical Items:	YES	NO	N/A
4.5.1. Does the unit ALS ensure hazards in the work environment are identified to Military Public Health for resolution? (3.13.1.)			
4.5.2. Is training and equipment provided documented on an AF Form 55, Employee Safety and Health Record ? (3.13.2.)			
4.5.3. Does the unit ALS ensure munitions and explosives are properly handled, stored and maintained? (3.14.1.)			
4.5.4. Do ALSE technicians stay proficient on and administer proper weapons security, issue, load, clearing, and turn-in procedures? (7.7.1.)			
4.5.5. Does the unit ALS maintain and store quantities of chemicals consistent with Hazardous Materials Pharmacy policy? (3.12.5.)			
4.5.6. Does the unit ALS ensure all ALSE and test equipment is sized, fit, inspected, modified, maintained, and stored according to applicable instructions and technical orders? (6.4.)			
4.5.7. Does the unit ALS perform quality control inspections on at least 10% of each type of equipment inspected, and 100% of equipment received from supporting agencies per week? (3.7.2.1.)			
4.5.8. Does the unit ALS perform 100% quality control inspections of all 3-skill level work until the individual is task-certified? (3.7.2.1.)			
4.5.9. Does the unit ALS ensure training equipment mirrors operational equipment and is marked "For Training Use Only"? (5.9.5.)			
4.5.10. Does the unit ALS ensure ALSE training is provided to fire department personnel annually for the purpose of aircrew rescue and extraction? (6.5.3.)			
4.5.11. Does the unit ALS ensure ALS technicians are proficient in the removal, installation, and inspection of aircraft-installed ALSE? (4.1.1.)			
4.5.12. Has the unit ALS established a CTK and Lost Tool Procedures program for tools used in each ALS? (AFI 21-101, <i>Aerospace Equipment Maintenance Management</i>)			
4.5.13. Has the unit ALS established an explosive safety program that identifies hazards and states safety precautions and rules when working with explosives? (AFI 91-201, <i>Explosives Safety Standards</i> , and AFI 91-202, <i>The US Air Force Mishap Prevention Program</i>)			
4.5.14. Does the unit ALS ensure munitions and explosives are properly handled, stored, and maintained? (3.14.1.)			

Critical Items (Con't):	YES	NO	N/A
4.5.15. Does the unit ALS ensure compressed nitrogen cylinders are properly secured to prevent falling? (T.O. 15X-1-1, 42B5-1-2)			
4.6. Non-Critical Items:	YES	NO	N/A
4.6.1. Does the unit ALS notify MAJCOM or NAF FMS for redistribution of excess equipment? (3.5.)			
4.6.2. Does the unit ALS maintain specific T.O.s for items serviced by the unit? (3.8.1.1.)			
4.6.3. Does the unit ALS prepare and submit a detailed annual budget and financial plan to their appropriate commanders and resource advisors to the MAJCOM FM? (3.2.2.)			
4.6.4. Has the unit ALS established an organizational code under the LG AFCAIG/CPFH Project Funds Management Record (PFMR) in the standard base supply system (SMSS)? (3.4.3.)			
4.6.5. Does the unit ALS notify the LG AFCAIG/CPFH analyst/Resource Advisor of any unfunded AFCAIG/CPFH ALS requirements or potential excess funds? (3.4.5.)			
4.6.6. Does the unit ALS ensure supply custodians are properly trained? (3.3.3.)			
4.6.7. Has the unit ALS developed procedures to track all supplies, and ensure proper priorities are used? (3.3.4.)			
4.6.8. Does the unit ALS use and maintain a Configuration Data Listing? (3.3.5.)			
4.6.9. Does the unit ALS report time change component requirements IAW T.O. 00-20-9 and HHQ directives? (3.3.7.)			
4.6.10. Does the unit ALS submit supply difficulty and mission impact letters when experiencing delays receiving supplies and equipment? (3.3.9.)			
4.6.11. Does the unit ALS ensure equipment transfers are properly coordinated? (3.6.)			
4.6.12. Has the unit ALS established procedures to control visitors and safeguard ALSE (3.11.4.)			
4.6.13. If storing weapons, does the unit ALS ensure facilities are properly maintained for weapons storage, issue, and turn-in? (3.11.3.)			
4.6.14. Does the unit ALS administer mishap prevention, AFOSH, and ORM programs tailored to the needs of ALS personnel? (3.12.1.)			

Life Support Officer/NCOIC Responsibilities			
4.7. Critical Items:	YES	NO	N/A
4.7.1. Does the LSO/NCOIC ensure newly developed (COTS/NDI) items are approved by 311 HSW/YA? (2.11.13.)			
4.7.2. Has the LSO/NCOIC ensured a mishap response kit is developed and available? (2.11.14.)			
4.7.3. Does the LSO/NCOIC ensure ORM is fully implemented/documented in Instructor Guides and Lesson Plans and tailored to specific operations and locations? (5.6.1.)			
4.7.4. Has the LSO/NCOIC developed and published an Emergency Action Plan where injury is likely, and include in IGs or LPs? (5.6.2.)			
4.7.5. Has the LSO/NCOIC ensured ALS personnel are properly trained and certified? (2.11.1.)			
4.7.6. Has the LSO/NCOIC developed a tailored Master Task List and identify all mission-related requirements? (4.2.1.)			
4.7.7. Does the LSO/NCOIC perform comprehensive SAVs and keep records for a minimum of two years? (2.11.3.)			
4.7.8. Does the LSO/NCOIC establish and maintain accountability for all unit-owned EAID equipment and aircrew weapons as authorized in AFEMS? (3.3.1.)			
4.7.9. Does the NCOIC plan, schedule, evaluate, and administer training? (4.2.2.6.)			
4.7.10. Does the NCOIC certify and decertify trainees on task qualifications? (4.2.2.2.)			
4.7.11. Does the LSO/NCOIC perform an annual in-depth self-assessment? (2.13.3.)			
4.8. Non-Critical Items:	YES	NO	N/A
4.8.1. Does the LSO/NCOIC route SAVs through Flight CC or equivalent? (2.11.4.)			
4.8.2. Has the LSO/NCOIC established a T.O. familiarization program, and distribution account for each ALS section? (2.11.2.)			
4.8.3. Does the LSO/NCOIC monitor TCTO implementation, and advise HHQ of program delays or supply problems? (2.11.5.)			

Non-Critical Items (Con't):	YES	NO	N/A
4.8.4. Does the LSO/NCOIC prepare and evaluate ALS related portions of host tenant support agreements? (2.11.6.)			
4.8.5. Does the LSO/NCOIC review other unit reports for benchmarking and comparison? (2.11.9.)			
4.8.6. Does the LSO/NCOIC review and document IGs and LPs annually? (5.10.5.)			
4.8.7. Does the LSO/NCOIC submit CFEPT core task waivers to MAJCOM functional manager? (2.11.10.)			
4.8.8. Does the LSO conduct initial task evaluations on ALS section NCOICs? (2.11.11.)			
4.8.9. Does the NCOIC properly document all training? (4.2.2.8.)			
4.8.10. Does the LSO/NCOIC maintain a current file of directives, procedures, T.O.s and manuals? (2.13.1.)			
4.8.11. Does the LSO/NCOIC monitor status of SAVs, CCAs, ORIs, and self-assessments until completion? (2.13.4.)			
4.8.12. Does the LSO/NCOIC forward unit-level acquisition and sustainment requirements to the MAJCOM FM? (2.13.6.)			
4.8.13. Does the LSO/NCOIC ensure newly developed (COTS/NDI) ALSE is evaluated and approved by 311 HSW/YA? (2.13.7.)			
Aircrew Procedures			
4.9. Critical Items:	YES	NO	N/A
4.9.1. Do aircrew members ensure flying equipment is available for inspection? (2.15.1.)			
4.9.2. Do aircrew members perform pre-flight inspections on assigned and prepositioned ALSE as required? (2.15.7.)			
4.9.3. Does the aircraft commander ensure AFTO Forms 781, ARMS Aircrew/Mission Flight Data Document , and 46, Prepositioned Life Support Equipment , document missing ALSE? (2.14.3.)			
4.10. Non-Critical Items:	YES	NO	N/A
4.10.1. Do aircrew members ensure flying helmets and headsets are carried in the helmet bag to and from the ALS facility (helmets and headsets are only items authorized in main compartment of the bag) (2.15.2.)			